

Notice of Privacy Practices (Brief Version)

This notice describes how medical information about you may be used and disclosed and how you can acquire access to this information. Please review this carefully.

Disclosing your Protected Health Information (PHI) *with* your consent

- To provide treatment
- To arrange payment for my services
- Other business activities called health care operations

If I want to use, send, share, or release your information for other purposes, I will discuss this with you and ask you to sign an authorization form.

Disclosing PHI *without* your consent

- Serious threat to your or another's health and safety or to the public. I will only share information with persons who are able to help prevent or reduce the threat
- Required to do so by lawsuits and other legal or court proceedings
- Law enforcement official requires me to do so
- For workers' compensation and similar benefit programs
- There are other rare situations described in the longer Notice of Privacy Practices

Your rights regarding your health information

1. You can ask me to communicate with you in a particular way or at a certain place. For example calling you at home and not at work.
2. You can ask me to limit what I tell others involved in your care or the payment for your care.
3. You have the right to look at the PHI I have about you, such as your medical and billing records. You can obtain a copy of these records, but I may charge you a copying and mailing fee.
4. If you believe the information in your records is incorrect or missing something, you can ask me to make additions to your records to correct the situation. The request must be in writing and you must tell me the reasons you want to make the changes.
5. You have a right to a copy of this notice. If I change this notice, I will provide you with a new copy. It is also posted on my website:
<http://www.drchancounseling.com>
6. You have a right to file a complaint if you believe your privacy rights have been violated. Complaints can be filed with the Secretary of the U.S. Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care I provide to you in any way. Also, you may have other rights that are granted to you by the laws of our state, and these may be the same as or different from the rights described above. I will be happy to discuss these situations with you now or as they arise.

If you have any questions regarding this notice or my health information privacy policies, please contact Catherine Chan, PhD at (925) 822-3238.